



# Vacancy Announcement

Embassy of the United States of America  
Bujumbura, Burundi

**Vacancy Announcement No. 2010-22**

**June 4, 2010**

**Open To:** All Interested Persons  
**Position:** Work Control Clerk FSN-1205-6  
**Opening Date:** Immediate  
**Closing Date:** June 21, 2010  
**Work Hours:** Full-time; 40 hours/week

The U.S. Embassy in Bujumbura is seeking an individual for the position of a Work Control Clerk.

## **BASIC FUNCTIONS**

- Preparation and data entry of work orders and updated status into PASS, including materials, labor and transportation information.
- Provides administrative and clerical support for the maintenance section. Enters maintenance and preventive maintenance work orders into the PASS Work Orders for Windows database. Works as a receptionist, clerk typist and dispatch for the GSO Facility Maintenance Office. Provides office management and secretarial support to the maintenance office.

## **MAJOR DUTIES AND RESPONSIBILITIES**

- The position is the secondary administrative and clerical support for the GSO maintenance section. This position is generally the first point of contact for maintenance services.
- Responsible for carrying out and coordinating all day-to-day administrative and clerical activities. Coordinates maintenance administrative and clerical activities with GSO Procurement, Housing and Financial Management Offices.
- Logs, files and tracks all maintenance procurement requests. Responsible for organizing and managing the GSO maintenance office filing system.
- Maintains office supplies.
- Responsible for entering Work Orders into the Work Orders for Windows database. Receives written requests for maintenance and repairs from offices and occupants of GO or STL quarters and inputs work order requests into PASS incorporating input from the GSO and GSO maintenance supervisors. After work order approval, distributes hard copies to appropriate shops. Follows up on work orders in process.
- Reviews work orders returned by the shops to ensure all necessary information has been included, and extends and totals labor and maintenance costs.
- May prepare requisitions for building materials in cooperation with the maintenance supervisor.
- Constant contact with Expendable Supply Clerk regarding the issuance of supplies to M&R
- Follow on up work orders in process and report the status to customers.

- Monitor and perform quarterly inventories of the M&R temporary storage room.
- Serves as a timekeeper for the Maintenance Section. Serves as a sub-cashier by monitoring petty cash for the Maintenance Section.
- Other duties as necessary.

**A copy of the complete position description listing all duties and responsibilities is available at <http://burundi.usembassy.gov/resources/employment-opportunities>.**

### **QUALIFICATIONS REQUIRED**

**Education** - At least two years university or equivalent experience in a Secretarial and Office Administrative program required. Solid Computer training recommended.

**Prior Work Experience** - Two years of administrative and clerical experience for a large office or operation required. Administrative experience related to maintenance operations in NGO's or other international organizations desirable.

**Post Entry Training** - PASS training from maintenance supervisor.

**Language Proficiency** - Ability to speak and read English Level III, Kirundi and French at Level IV and Swahili at Level II is required

**Job Knowledge** – General knowledge of maintenance operations and terminology (especially English vocabulary).

**Skills and Abilities** - Excellent communication and computer skills required. Must be able to work with Microsoft Office Software package. Ability to communicate with a varied group of people from inside or outside the Embassy. The work requirements involves moderately complex work methods for solving problems and requires skilled typing, above average computer skills as well as office filing skills. The position must be able to master a very complex work order software system that inputs, tracks and creates reports for maintenance and preventive maintenance actions.

### **POSITION ELEMENTS**

**Supervision Received**-Supervised by the Maintenance Supervisor.

**Available Guidelines**-FAM/FAR/FAH

**Exercise of Judgment**-Some judgment required involved in assigning tentative priorities in accordance with supervisory instructions.

**Authority to Make Commitments**-N/A

**Nature, Level and Purpose of Contacts**-Level of contacts will be Mission personnel and direct supervisor in carrying out the requirements of the position. Local building contractors and vendors.

**Supervision Exercised**-N/A

**Time Required to Perform Full Range of Duties after Entry into the Position**-Six months.

### **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

**TO APPLY**

The application form is available on the Bujumbura Embassy Internet Site at <http://burundi.usembassy.gov/resources/employment-opportunities> and click on the link "Application form." Interested applicants for this position must submit the following or the application will not be considered.

1. Application for US Federal Employment (SF-171 or OF-612); and a current resume or curriculum vitae that provides additional information to the OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. All documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**CLOSING DATE FOR THIS POSITION: June 21, 2010 at 5:30 pm.**

SUBMIT APPLICATION TO:  
Human Resources Office  
American Embassy Bujumbura  
Avenue des Etats-Unis  
B.P 1720 Bujumbura  
Ref.: Position Title

*The US Mission in Bujumbura provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited Human Resources practices, and/or courts for relief.*

**DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.